

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4120

**TITLE:** VEHICLE MAINTENANCE COORDINATOR

**GRADE:** S-20

**DEFINITION:**

Under direction, coordinates a comprehensive repair and prevention maintenance program for emergency and non-emergency vehicles; conducts quality control inspections of repair work performed by County and contract personnel; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Within a County-operated fleet maintenance program:

Plans and schedules a comprehensive vehicle maintenance, repair, and inspection program for public safety vehicles;

Maintains records and data necessary to analyze the need for vehicle reassignments and replacements, and initiates such action;

Monitors and maintains a "ready reserve" fleet of emergency apparatus;

Studies operating costs for vehicles and recommends cost effective utilization procedures;

Investigates complains regarding maintenance of vehicles;

Coordinates the procurement of vehicle spare parts and equipment;

Coordinates repair work and vehicle usage with other agencies as necessary;

Prepares reports.

Within a contractor-operated fleet maintenance program:

Conducts inspections of 5% of vehicles repaired by contract mechanics;

Prepares weekly inspection reports;

Reviews repair documentation/invoices to ensure that rates for labor, parts, and materials are in accordance with contractual agreement;

Ensures that factory warranty and recall, scheduled maintenance, and inspection work is completed in accordance with contractual agreement;

Investigates customer complaints, determines appropriate resolution, documents findings and follows up to ensure resolution of problems.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of vehicle operation and maintenance problems;

Knowledge of emergency and non-emergency vehicle parts and equipment;

Ability to maintain accurate records;

Ability to prepare written reports;

Ability to effectively plan and schedule activities;

Ability to establish and maintain effective working relationships with co-workers and contract personnel;

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Ability to perform basic mathematical calculations;

Ability to comprehend and ensure compliance with contractual agreements.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:

High school graduation or a G.E.D. issued by a state department of education; PLUS

Five years experience in the supervision, coordination or management of motor vehicle maintenance/repair

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License and/or Commercial Driver's License may be required.

REVISED: January 24, 1994

REVISED: January 14, 1985